

SECTION 5: Safeguarding Policy

Working with children, young people
and vulnerable adults

Appointed Lead: ELLIE PRICE (TRUSTEE)

Statement:

All workers for Fleet Arts have a responsibility to make sure that children, young people and vulnerable adults are working in a safe and secure environment. Workers are expected to keep anyone involved in our services feeling safe and valued, regardless of age, ability, gender/identity, race, nationality, religion/belief, sexual orientation, education, socio-economic status.

Fleet Arts will ensure all people working with, for and alongside us, will be kept free from harm.

We will make our policy accessible on line and as a hard copy, with appropriate steps to follow easily as and when required. The Safeguarding policy will be reviewed annually by Trustees and agreed with all staff.

Objectives:

Fleet Arts will ensure the safeguarding (SG) of our participants through following our protocols for:

1. Hiring workers
2. General welfare
3. The use of photographs, video, audio
4. Online workshop Safety
5. Different types of abuse
6. Responding to a disclosure

Procedures:

1. Hiring Workers:

Before they are allowed unsupervised access to children, young people and vulnerable adults, the following will be done:

- Disclosure and Barring Service (DBS) check will be completed and/or their Reference seen and noted.
As an organisation using the Service to assess applicants' suitability for positions of trust, Fleet Arts complies fully with the DBS. Information will be stored in a locked cabinet in the office.
If there is an endorsement on a DBS, this will be assessed sensitively on an individual basis.
We will discuss this with the Safeguarding Lead, risk assess against the type of work they would be doing, make a decision to accept or decline their appointment and then let them and the MC know.
- They have signed a contract of employment or a freelance agreement, which includes agreement to read and abide by all policies and procedures.
- New staff induction will include guidance through all Fleet Arts Policies.

2. General welfare:

Fleet Arts is committed to all aspects of safety, welfare and protection of children, young people and vulnerable adults including:

- Meeting recommended staff to children ratios:
0 – 2yrs = 1 x adult to 3 x children
2 – 3yrs = 1 x adult to 4 x children
4 – 8yrs = 1 x adult to 6 children
9 – 12yrs = 1 x adult to 8 x children
13 – 18yrs = 1 x adult to 10 x children



Photo/Video/Audio consent form

Name of person requesting permission: _____

Project/Workshop/Event name: _____

Project/Workshop/Event date/s: _____

I hereby give permission for the named person below taking part in this Fleet Arts Project/Workshop/Event, to have images/video/audio of them taken and used for general evaluating/marketing purposes.

These may be used on promotional material, in the media, on our website and on social media.

All personal data will be kept securely in our office for the legally required time, as per our Privacy policy:-

PRINT Participants name (18 years +) OR

Parent/Carer if under 18 years old: _____

Mobile Number: _____

Email: _____

SIGNATURE Participant (18 years +) OR _____

Parent/Carer if under 18 years old: _____

Date: _____

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- Making sure that all workers and volunteers hold a current Disclosure and Barring Service (DBS) or other required checks, for working with children/young people/vulnerable adults.
- Providing or using a safe environment which meets health & safety standards.
- Getting written consent for participants under 18 (or 25 for vulnerable adults) to take part in activities outside of a formal establishment e.g. school
- Recording of all accidents and incidents.
- Talking to children/young people/vulnerable adults and their parents/carers in a way that does not disadvantage them.
- Having secure premises and exits used in accordance to the age/abilities of the participants.
- Following at a safe distance to absconding participants to see where they go. This is to ensure that they are safe and the worker to report back to Fleet Arts and contact the parents/guardians. If it is not possible to follow them, the worker must ring the parent/guardian immediately then ring the police and report the incident.
- Whenever possible, if working outdoors, activities will take place in shaded areas. Sun lotion may be brought in from home to be used when necessary. Water will be available in hot weather.
- Arrival/collection & supervision of children, young people & vulnerable adults - Fleet Arts will not take responsibility for any child, young person or vulnerable adult once he/she has left the premises we are working in. Collection arrangements should be for no later than ten minutes after the end of the session. Any special arrangements made by a parent/guardian involving taking the child off the premises are the parent/guardians responsibility.
- Children, young persons and vulnerable adults must never be left unattended.

3. The use of photographs, video, audio, social media:

- During most activities, Fleet Arts will gather documentation including photographs, video, audio. These will be used for both publicity and evaluation.
- We will get signed permission (from a parent/carer for a child) whenever participants can be identified.
- We will not identify people unless they give prior permission.
- Public workshops/events to have 'Photo Aware' signage in clear view.
- Facilitators to use a professional, not personal identity online and manage any project communication via this profile
- Any third party worker wanting to promote/share/create posts about a Fleet Arts workshop/project/event, must firstly get permission from Fleet Arts, link anything directly to Fleet Arts social media and follow our policy guidelines.

(Photo/Video/Audio Consent form attached).

4. Online Workshop Safety:

Fleet Arts is aware of both the opportunities and risks associated with the use of the internet, particularly in relation to young people and social networking sites.

We will, therefore, implement the following measures to promote a safe environment and internet usage when running an online workshop:-

- Permission forms signed to take part
- Computers to be used with an adult within earshot
- Any distinguishing address background to be blanked/blurred out
- Zoom links shared via a communal (not personal) official group site
- Chat function to be for direct communication with the facilitator only
- An adult to be present in any break-out room
- No personal contact details to be shared on Zoom/recordings
- Appropriate clothing to be worn
- No 1-2-1 working
- All to abide by our Behaviour Policy protocols

5. Different types of abuse:

Recognising abuse is not easy and it is not our decision to decide if abuse is/has taken place.

There are many forms of abuse:- Verbal, Financial, Online, Self, Discriminatory. However, the five main forms of abuse are:- neglect, physical, sexual, emotional and organised.

A vulnerable person may suffer more than one category of abuse. Some definitions and signs of these are given below. The information and guidance is taken from First Check (NSPCC) – A guide for organisations to safeguard children. The lists are not exhaustive but are a guide to assist in spotting indicators.

It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as conclusive proof that abuse is occurring. There may well be other innocent reasons for changes in behavior...they are signs not evidence.

However, a child showing these signs is still likely to need support and you should accept the possibility that they may have been harmed.

We should not investigate ourselves but we should act responsibly if we have a concern, recognising the alleged abuse, report to the safeguarding lead who can report it to the Lado and then Record what has happened.

NSPCC abuse indicators:-

➤ Neglect

Where adults persistently or severely fail to meet a child's basic physical and/or psychological needs it is likely to result in the serious impairment of the child's health or development. This may include failing to provide warm clothing or food, failure or refusal to give children, young persons love, affection and attention. Children may also be consistently left alone or unsupervised.

Physical signs may include:

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor personal hygiene
- Inappropriate dress for the conditions
- Untreated medical problems

Changes in behaviour, which can also indicate neglect may include:

- Complaining of being tired all the time
- No social relationships – unable to make friends, engage in social activities
- Low self esteem
- Mentioning being left alone or unsupervised

➤ Physical abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting, or by giving children alcohol or inappropriate drugs or poison.

Most children collect cuts and bruises in their daily life...these types of commonplace falls and rough play tend to show on bony parts of the body, like elbows knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally.

An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs.

Physical signs may include:

- Unexplained bruising, marks or injuries
- Bruises, which reflect hand marks or fingertips
- Cigarette burns

- Bite marks
- Broken bones
- Scalds
- Running away

Changes in behaviour, which can also indicate neglect may include:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression & withdrawn behavior

➤ Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to what is happening.

The sexual activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Showing children pornographic material is also a form of sexual abuse.

Usually in cases of sexual abuse it is the child's behaviour that may cause you to be concerned.

Physical signs may include:

- Pain or itching the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour, which can also indicate neglect may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge, which is beyond their age or developmental level
- Sexual drawings or language
- Self-harm or mutilation, sometimes leading to suicide attempts
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems, such as anorexia or over-eating
- Having nightmares
- Sudden or unexplained changes in behaviour

➤ Emotional abuse

Emotional abuse is the persistent and emotional ill treatment of a child, such as to cause severe and persistent effects on the child's emotional development.

For example, persistent lack of love and affection, constantly shouting, threatening or taunting a child, all these actions may make the child very nervous or withdrawn.

It may also involve making the child feel or believe that they are worthless or inadequate.

Emotional abuse may also occur when an adult places on a child inappropriate expectations considering the child's age or development. Bullying is a typical form of emotional abuse, which is often inflicted by other young people.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical signs may include:

- A failure to thrive and grow

- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour, which can also indicate neglect may include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm

➤ **Organised abuse**

Organised abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children, young people or vulnerable adults.

The abusers concerned may sometimes be acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community and within institutions such as residential homes or schools.

- Physical signs/changes in behaviour may include any signs listed in the four other categories above.

6. Responding to a disclosure:

It is important to remember that we always have a duty to make sure concerns are reported so that appropriate action can be taken to ensure a child, young person or vulnerable adult can be supported properly to keep them safe.

What to do when a disclosure happens ~ Follow the 7 x Rs :-

RECOGNISE	Know the general signs of abuse
RESPOND	Follow the Do's & Don't (over the page)
REPORT	Tell your concerns to the Safeguarding Lead, Line Manager and Legal Carer as appropriate
RECORD	Make a written report within 24 hours (on our Protected Incident Report form)
REFER	The Safeguarding Lead and/or Manager should make the decision who to refer to
REVIEW	Keep the Policy effective by learning from any incidents
RESPECT	Promote a culture of caring so people know their concerns will be dealt with seriously and sensitively

➤ **Useful contact numbers:**

- Safeguarding Co-ordinators (one for each area in Derbyshire) contact via Call Derbyshire Tel: 01629 533190 / 535716 or Email: derbyshire.scb@derbyshire.gcsx.gov.uk
- Amber Valley contact Paul Smith Email: paul.smith@derbyshire.gov.uk
- Derbyshire Police (Non emergency) contact Tel: 101
- Childline Freephone Tel: 0800 1111
- NSPCC Freephone Tel: 0808 800 5000
- Concerning Allegations against workers/volunteers contact the Local Area Designated Officer (LADO) Miles Dent Tel: 01629 532169 or Email: miles.dent@derbyshire.gov.uk



Protected Incident Report Form: CONFIDENTIAL

All disclosures are dealt with confidentially and with respect by the Safeguarding Lead, in conjunction with the Manager.

To be completed by the person making the report IN PEN within 24hours of an incident URGENTLY:

Name of person making the report:	
Your organisation (if applicable):	
Date and time of report:	
Date and time of incident:	
Location of incident:	
Your email:	
Your mobile phone number:	
Name of the Fleet Arts workshop/project/event where the incident occurred:	
Name of Child/Young person/ Vulnerable Adult involved:	
Name of their Parent/Carer:	
Parent/Carer contact details:	
What happened...keep it factual: (what you saw/heard and/or what was said/done). Please use " " when quoting directly what was said and by whom.	

How was it left with the child/ young person/vulnerable adult:	
Who was told, when and what were the outcomes of this:	
SIGNED:	

To be completed by the Safeguarding Lead (or Manager in their absence):

What the next steps are going to be:	
Who/How/When will we keep in contact with the child/Young person/Vulnerable Adult and parent/carer:	
SIGNED: PRINT NAME:	

DO:

- Keep an open mind
- Allow them to speak in their own words
- Work at their pace
- Treat any allegations seriously and accept as truth
- Reassure them that they are right to tell you
- Be honest about what you have to do next - who you have to tell and why
- Do make a judgement if it is safe for them to return home

DON'T:

- Rush or interrupt them, ask leading questions or push them for more information
- Make false promises about secrecy/confidentiality
- Doubt what they tell you
- Interrupt or change the subject
- Show anger or shock
- Accuse anyone or approach the alleged perpetrator

➤ Reporting suspected/disclosed abuse:

- Do take further action – you may be the only person in a position to prevent future abuse, so tell the person with legal responsibility for them straight away e.g. teacher, youth worker, carer and your nominated SG Lead.
If any of these people are part of the problem, then you should tell another senior member of staff on the site and/or Fleet Arts Manager.
- Do write down everything said/seen and what was done within one hour if possible (keep to the facts - what they/you said, heard or observed; date & time) and this will be transferred to our official 'Reporting abuse' form and kept secure in Fleet Arts office.
- The legal Carer/SG Lead should then refer to the appropriate person/agency.
- Fleet Arts reserves the right to make a referral to Social Service if we feel that the person is in immediate harm.
- Look after your own emotions - keep it confidential but talk your feelings through with the designated Lead/Manager or other confidential person. Ask for appropriate help if needed.

(Protected Incident Report form attached).

In line with our Safeguarding training, our Trustee Board will:-

1. Ensure our charity regularly reviews our procedures to ensure they are fit for purpose.
2. Have appropriate risk assessments in place for activities, particularly working with those young people and/or vulnerable adults, including DBS checks.
3. Ensure those involved with the charity in direct contact with members of the public, are familiar with our safeguarding policy and procedures.

(Last reviewed December 2025)